



# WASHOE COUNTY

Integrity Communication Service  
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## STAFF REPORT

BOARD MEETING DATE: February 14, 2017

CM/ACM \_\_\_\_\_  
Finance \_\_\_\_\_  
DA \_\_\_\_\_  
Risk Mgt \_\_\_\_\_  
HR \_\_\_\_\_  
Other \_\_\_\_\_

**DATE:** January 17, 2017  
**TO:** Board of County Commissioners  
**FROM:** Patsy Buxton, Fiscal Compliance Officer, 775-328-2418,  
[pbuxton@washoecounty.us](mailto:pbuxton@washoecounty.us)  
**THROUGH:** Anna Heenan, Administrative Health Services Officer, 775-328-2417,  
[aheenan@washoecounty.us](mailto:aheenan@washoecounty.us)  
**SUBJECT:** Approve amendments totaling an increase of [\$6,905.25] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards Mentorship Grant Program, IO 11363; and if approved direct the Comptroller's office to make the appropriate budget amendments. (All Commission Districts)

### SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Comptroller's Office to make the appropriate budget amendments.

**BCC Strategic Objective supported by this item:** Safe, Secure and Healthy Communities.

### PREVIOUS ACTION

There has been no previous action taken by the Board.

### GRANT AWARD SUMMARY

**Project/Program Name:** NACCHO Retail Program Standards Mentorship Program

#### **Scope of the Project:**

The award letter was received on November 3, 2016. The grant was approved by the District Board of Health on December 15, 2016.

The scope of work addresses the following:

- Develop and implement a quality assurance program consistent with the criteria of Standard 4 – Uniform Inspection Program

AGENDA ITEM # 5.I.2.

- Send three staff members to the National Environmental Health Association Registered Environmental Health Specialist (REHS) Review Course and Exam in an effort to meet criteria in Standard 2 – Trained Regulatory Staff.

**Benefit to Washoe County Residents:** This Award supports the EHS Food Program efforts to achieve conformance with the FDA Voluntary National Retail Food Regulatory Program Standards. Implementing the standards benefits the community by reducing or eliminating the occurrence of illness and death from food produced in Washoe County food establishments. Reduction in the percentage of foodborne illness risk factors in food establishments has been identified as a goal in the Washoe County Health District Strategic Plan.

**On-Going Program Support:** These funds will be used for one-time program expenditures.

**Award Amount:** Total award is \$7,595.75 (\$6,905.25 direct/\$690.50 indirect)

**Grant Period:** November 8, 2016 – August 31, 2017

**Funding Source:** Food and Drug Administration (FDA)

**Pass Through Entity:** National Association of County and City Health Officials

**CFDA Number:** 93.103

**Grant ID Number:** 2016-122020

**Match Amount and Type:** None

**Sub-Awards and Contracts:** No Sub-Awards are anticipated.

### FISCAL IMPACT

As this award was not anticipated in the FY17 budget, a budget amendment in the amount of \$6,905.25 is necessary to bring the Award into alignment with the direct program budget.

No amendment is necessary for indirect revenue.

Should the BCC approve these budget amendments, the FY17 budget will be increased by \$6,905.25 in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11363 -431100	<b>Federal Revenue</b>	<b>\$6,905.25</b>
	<b>Total Revenue</b>	<b>\$6,905.25</b>
	-710509 Seminars and Meetings	\$1,497.00
	-711210 Travel	\$5,408.25
	<b>Total Expenditures</b>	<b>\$6,905.25</b>

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve amendments totaling an increase of [\$6,905.25] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards Mentorship Grant Program, IO 11363; and if approved direct the Comptroller's office to make the appropriate budget amendments.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to approve amendments totaling an increase of [\$6,905.25] in both revenue and expense to the FY17 Environmental Health Services Food Retail Program Standards Mentorship Grant Program, IO 11363; and if approved direct the Comptroller's office to make the appropriate budget amendments."

November 3, 2016

Dear Amber English:

Congratulations! On behalf of the National Association of County and City Health Officials (NACCHO), I am pleased to announce that Washoe County Health District (NV) has been selected to participate as a mentee local health department in the Voluntary National Retail Food Regulatory Program Standards (Retail Program Standards) Mentorship Program. Your jurisdiction is one of 29 sites selected to collaborate and partner directly with NACCHO through support from the Food and Drug Administration (FDA).

It is exciting to have so much interest from around the country in this important community collaboration focused on building capacity for integrating the Retail Program Standards at health departments. Your jurisdiction will be matched with mentor, Southern Nevada Health District (NV), who will be providing guidance on Standards 2 and 4 as indicated in your application. NACCHO is pleased to award funding in the amount of \$7595.75 for the period November 2016 – August 31, 2017.

**Next Steps:**

- Please confirm your acceptance by **November 8, 2016** to Tiara Smith ([tsmith@naccho.org](mailto:tsmith@naccho.org)).
- The plan is to schedule an orientation call in the coming weeks. You will receive separate requests via email asking for your availability in identifying a date and time that works for all selected health departments participating in the mentorship program.
- NACCHO will be sending a follow-up email with forms to complete. Upon receipt of these forms, NACCHO will forward a contractual agreement via email in the coming weeks.
- Upon meeting with your mentor, you will be expected to review and revise your action plan, workplan, and deliverables as appropriate. Submit completed items, with assistance from your mentor, by **December 16** to Tiara Smith ([tsmith@naccho.org](mailto:tsmith@naccho.org)).

NACCHO and FDA staff looks forward to working with you and your colleagues on this important endeavor. A hard copy of the notification letter will also be mailed to you. Please do not hesitate to contact me at (202) 507-4242 or [jli@naccho.org](mailto:jli@naccho.org) if you have any questions.

Regards,



Jennifer Li, Senior Director, Environmental Health and Disability



Public Health